



E-Rate Acronyms and Form Numbers

Acronyms:

- ADA** Anti-Deficiency Act. Under ADA, new E-rate commitments are limited to un-obligated funds on hand, leading to funding freezes and delays. E-rate is operating under a temporary ADA exemption for 2005. Legislation is pending to make this exemption permanent.
- BEAR** Billed Entity Applicant Reimbursement form (FCC Form 472). The applicant form used to invoice USAC for E-rate discounts on a retroactive basis (when the service provider does not discount applicant bills directly).
- BEN** Billed Entity Number. An E-rate program identification number associated with applicants, organizations, or other entities that are billed for E-rate eligible services. BENs are a subset of Entity Numbers which are assigned to all E-rate participating organizations and facilities.
- CIPA** Children's Internet Protection Act. A law requiring E-rate applicants to have an Internet Safety Policy and to filter Internet service on computers that students will use to access the Internet. CIPA applies only to applicants applying for Internet Access and Internal Connections discounts.
- COMAD** Commitment Adjustment. A procedure initiated when a SLD funding error is uncovered as a result of additional information and/or review. If funding has already been disbursed, the COMAD procedure will lead to a request for repayment from either the applicant or service provider.
- COPAN** Looks like, but is not actually, an acronym. Refers to a FCC decision on an appeal by Copan (OK) Public Schools that established the rules governing SPIN changes.
- CSB** Client Service Bureau. The SLD's helpline and data entry organization located in Lawrence, KS. More complex issues are handled by a smaller, related organization called the Technical Client Service Bureau ("TCSB"). The CSB can be reached by calling 888-203-8100 or submit an on-line question to CSB at: http://www.slforms.universalservice.org/EMailResponse/emr_select.aspx
- DCIA** Debt Collection Improvement Act. As applied to the FCC, a law prohibiting any entity owing monies to the FCC from receiving additional benefits.
- ESL** Eligible Services List. A list and description of eligible (and ineligible) E-rate services (see <http://www.sl.universalservice.org/reference/eligible.asp>) that is updated annually.
- ETP** Eligible Telecommunications Provider. A telecommunications common carrier which files periodic Form 499s with the FCC and which is typically registered as a carrier within its state(s) of operation. Telecommunications services are eligible for E-rate discounts only if provided by an ETP. ETP status is denoted by a "Y" in the SLD's SPIN Search database. Consideration is being given to replacing the ETP designation with "Telecommunications Carrier." (Note: "ETP" is not to be confused with "ETC," an Eligible Telecommunications Carrier — eligible to receive operating subsidies from the Universal Service Fund.)
- FCC** Federal Communications Commission. The FCC has overall administrative authority for the Universal Service Fund, generally, and the E-rate program, specifically.

FCC RN	FCC Registration Number. An identification number assigned to any entity, including E-rate participants, doing business with the FCC. The FCC also refers to these numbers as either "FRNs" or "CORESIDs" ("CORES" stands for Commission Registration System; "ID" is self-explanatory).
FCDL	Funding Commitment Decision Letter. A commitment letter sent to an applicant listing the funding decisions made on every request in the applicant's Form 471 application. A separate version of the FCDL is also sent the service provider to report funding decisions affecting that provider.
FRN	Funding Request Number: A number assigned by the SLD to individual funding requests. (Warning: The FCC also may use "FRN" to designate a FCC Registration Number, defined above under "FCC RN.")
NIF	Non-Instructional Facility. A facility owned or controlled by an E-rate applicant that is not officially recognized as a school or library (e.g., administrative office, bus garage, etc.).
NSLP	National School Lunch Program. The free and reduced-priced lunch program that provides the primary indication of school poverty levels upon which an applicant's discount rate is determined.
PIA	Program Integrity Assurance. The SLD's application review organization operating out of Whippany, NJ.
PIN	Personal Identification Number
RAL	Receipt Acknowledgement Letter. A RAL is sent to the applicant to acknowledge the successful filing of a Form 471 application and to permit the applicant to make limited corrections to the application before review. A separate version of the RAL is also sent the associated service providers to report funding requests affecting those providers.
RNL	Receipt Notification Letter. RNLs are sent to the applicant when the SLD has accepted and successfully processed a Form 470. Other notification letters are sent in connection with processed SLD appeals, BEARs, Form 486s, and Form 500s.
SLD	Schools and Libraries Division. The division of USAC responsible for the operating administration of the E-rate program.
SPAC	Service Provider Annual Certification form (FCC Form 473). An E-rate vendor is required to file a general certification form for each funding year. USAC will not pay any invoice (BEAR or SPI) for any funding year for which a SPAC has not been filed.
SPI	Service Provider Invoice form (FCC Form 474). The service provider form used to invoice USAC for E-rate discounts provided directly to applicants. The SPI is sometimes referred to as a "SPIF."
SPIN	Service Provider Identification Number. A unique, nine-digit, identification number assigned to service providers for E-rate purposes.
TCSB	Technical Client Service Bureau. See "CSB," above.
USAC	Universal Service Administrative Company. A private company established by the FCC for the operating administration of the Universal Service Fund ("USF"). The SLD is one division of USAC.
USF	Universal Service Fund: An industry support mechanism, funded by carrier contributions from interstate revenues. Support is provided for four programs: (a) Schools and Libraries, the E-rate program; (b) High Cost; (c) Low Income; and (d), Rural Health Care.

WFA Waste, Fraud, and Abuse. E-rate problems, highlighted in the press and in Congress, driving a number of new rules and review procedures.

Applicant Form Numbers:

- Form 470** Description of Services Requested and Certification Form. The first required form in the basic E-rate application cycle. Acts as a quasi-RFP to alert vendors to applicant needs for the next funding year.
- Form 471** Description of Services Ordered and Certification Form. The actual E-rate application form used to request discounts on specific services from selected vendors.
- Form 472** Billed Entity Reimbursement Form (see "BEAR" above).
- Form 479** Certification by Administrative Authority to Billed Entity of Compliance with Children's Internet Protection Act. A form used by consortium members to certify CIPA compliance to their consortium leader. (Note: The form is filed with the consortium leader, not with the SLD.)
- Form 486** Receipt of Service Confirmation Form. The form submitted after funding is committed to confirm that the services are or will be used, and to certify that the applicant has an approved technology plan and is CIPA compliant.
- Form 500** Adjustment of Funding Commitment and Modification to Receipt of Service Confirmation Form. A multi-purpose form used to notify the SLD of changes in the Service Start Date or Contract expiration Date, or to cancel or reduce an actual funding commitment.

Service Provider Form Numbers:

- Form 473** Service Provider Annual Certification Form (see "SPAC" above).
- Form 474** Service Provider Invoice Form (see "SPI" above).
- Form 498** Service Provider Identification Number and Contact Information Form. The form used to initially apply for a SPIN, or to change contact and invoice remittance information.
- Form 499** Telecommunications Reporting Worksheet. A form, in two versions, filed quarterly (499-Q) or annually (499-A) by telecommunications carriers to report revenues for Universal Service Fund purposes.